



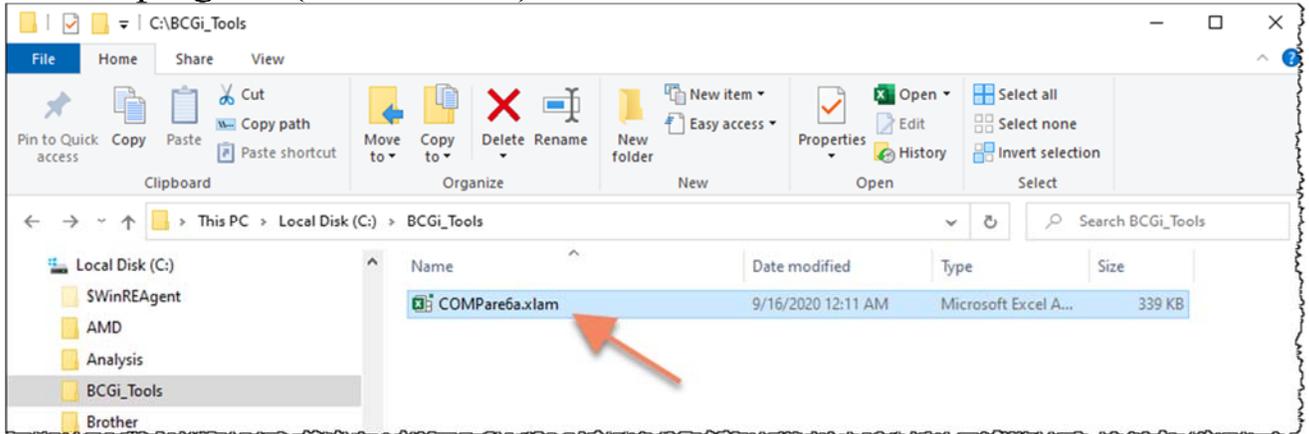
# **BCGi Analysis Tool**

## **Quick User Manual**

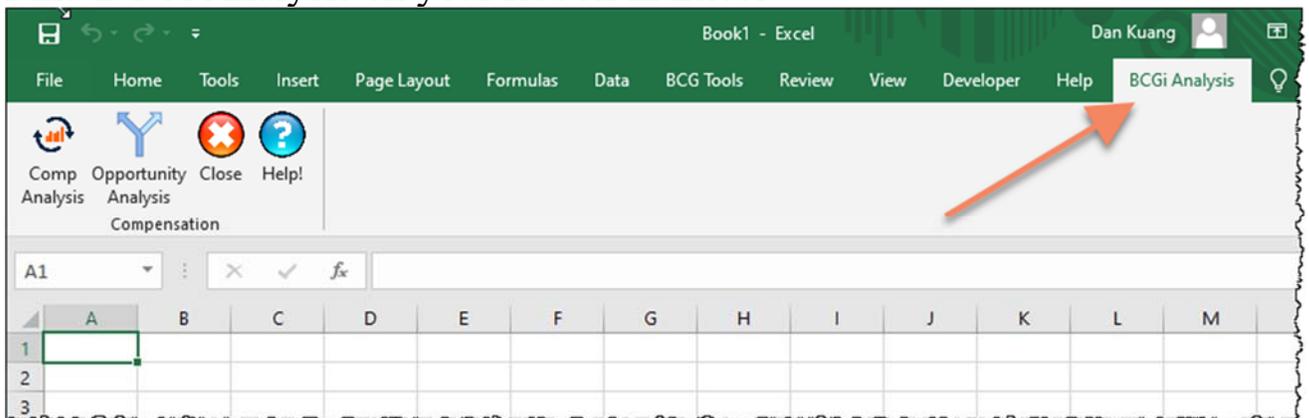
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## Instructions: Starting BCGi Analysis

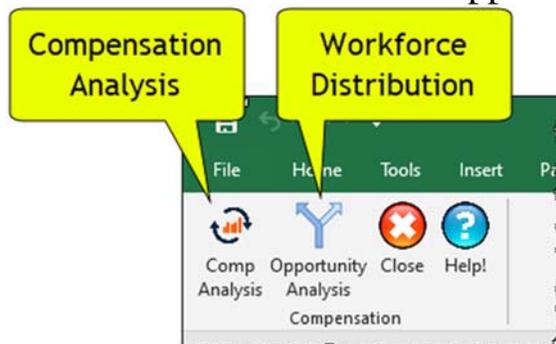
1. Drop the program (*COMPare6a.xlam*) on your computer.
2. Initiate program (double-click)



3. Find BCGi Analysis on your ribbon in Excel

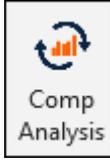


4. Select the Program you want to run:
  - a. Compensation Analysis
  - b. Workforce Distribution/Opportunity/Occupation Segregation Analysis



## Instructions: Compensation Analysis

1. Open the data-file to analyze



2. Initiate **(Comp Analysis)** program

3. Specify your analysis

The screenshot shows the 'Comp Equity Analysis - Advanced Setup' window of the COMPare 5.0a software. The interface includes a list of 'Available Variables' on the left, and several configuration fields on the right. Six yellow callout boxes with numbered arrows point to specific elements:

- 1. Specify Group:** Points to the 'Gender/Race Group' field, which contains '[A]-GENDER'.
- 2. Specify Advantaged Group:** Points to the 'Advantaged Group' dropdown menu, which is set to 'M'.
- 3. Specify Pay:** Points to the 'Salary/Comp' field, which contains '[N]-SALARY'.
- 4. Specify Explanatory Factors (Numeric) < Optional >:** Points to the 'Explanatory Factor(s) -- Numeric' field, which contains '[N]-Tenure' and '[N]-Performance'.
- 5. Specify Explanatory Factors (Categories) < Optional >:** Points to the 'Explanatory Factor(s) -- Categories' field, which contains '[N]-PayGrade' and '[A]-Division'.
- 6. Run:** Points to the 'RUN' button at the bottom right of the window.

At the bottom of the window, there is a 'Script' checkbox, 'Reset', 'END', and 'RUN' buttons, and a footer with copyright information and a disclaimer.

# Instructions: Workforce Distribution Analysis

1. Open the data-file to analyze



2. Initiate **(Opportunity Analysis)** program

3. Specify your analysis

A screenshot of the 'Opportunity Analysis' software interface, specifically the 'Advanced Setup' tab. The window title is 'BCG Institute for Workforce Development--COMPare (Lite) 4.0'. On the left, there is an 'Available Variables' list box which is currently empty. On the right, there are several configuration fields: 'Analysis Type' is set to '2 Groups'; 'Gender/Race Group' is 'GENDER' with a dropdown arrow; 'Advantaged Group' is 'Male' with a dropdown arrow; 'Salary/Comp' is 'SALARY' with a dropdown arrow; and 'SSEG/Strata/Layer' is 'Job' with a dropdown arrow. Below these fields are three buttons: 'Reset', 'END', and 'RUN'. At the bottom, there is a copyright notice for 2015 and a disclaimer. Four yellow callout boxes with black text point to specific fields: '1. Specify Group' points to the 'Analysis Type' field; '2. Specify Advantaged Group' points to the 'Advantaged Group' dropdown; '3. Specify Pay' points to the 'Salary/Comp' dropdown; and '4. Specify SSEG (Job)' points to the 'SSEG/Strata/Layer' dropdown.